

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Curriculum Specialist, Social Studies (<u>Elementary or Secondary</u>)
CONTRACT YEAR:	Twelve Months
PAY GRADE:	27
BARGAINING UNIT:	<u>ASPT</u>

QUALIFICATIONS:

EDUCATION: An earned master's degree from an accredited institution.

EXPERIENCE: Minimum of five (5) years of successful teaching experience in the field related to the title of the position in the Broward County School District.

ADDITIONAL REQUIREMENTS:

REQUIRED: Elementary level - Valid Florida certificate in Elementary Education Social Studies (Grades 6-12 or 7-12) required. Progressively more responsible successful work experience, including department head or grade chairperson or equivalent. Demonstrated expertise in the design, implementation and evaluation of curriculum for social studies. Computer skills as required for the position

PREFERRED: Bilingual skills preferred.

OR

EDUCATION: An earned master's degree from an accredited institution.

EXPERIENCE: Minimum of ~~eight (8)~~ five (5) years successful ~~outside~~ teaching experience in the field related to the title of the position.

**ADDITIONAL
REQUIREMENTS:**

REQUIRED: **Secondary level** - Valid Florida certificate in Social Studies (Grades 6-12 or 7-12) required. Progressively more responsible successful work experience, including department head or grade chairperson or equivalent. Demonstrated expertise in the design, implementation and evaluation of curriculum for social studies. Computer skills as required for the position

PREFERRED: Bilingual skills preferred.

REPORTS TO: Executive Director, Core Curriculum

SUPERVISES: Provide supervisory services in social studies to secondary or elementary schools.

POSITION GOAL: To ensure improvement of instruction in social studies in the secondary or elementary schools through designing, planning, developing, implementing, coordinating, evaluating and monitoring the curriculum.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Specialist, Social Studies (Elementary or Secondary) shall:

1. develop and constantly review district comprehensive plans for curriculum improvement in social studies. This includes planning for curriculum articulation across all secondary or elementary schools ~~and coordination with elementary supervisors.~~
2. review the social studies programs being implemented by the respective schools as to their effectiveness in meeting school and district goals.
3. determine the extent to which social studies curricula is being implemented in the secondary or elementary schools.
4. provide direct assistance to classroom teachers.
5. determine the extent to which the standards of excellence and service in instructional programs are being maintained.
6. provide input and support to individual secondary or elementary schools relative to accountability.
7. coordinate the efforts of respective school-based department heads at the secondary or elementary school level.
8. participate in the development and/or coordination of the development of all social studies programs and management systems being implemented in the district.
9. serve in staff advisory capacity to the social studies curriculum councils.

10. participate in the evaluation and the selection of materials and equipment appropriate to teaching of social studies curriculum in the secondary or elementary schools.
11. represent the Executive Director, Core Curriculum on all matters pertaining to social studies.
12. participate in the coordination, development and/or teaching of social studies in service courses in coordination with the Human Resource Development Department.
13. represent the district on social studies-secondary or elementary at the national, state and local levels. This includes speaking to parent and community groups, as well as to representatives of the media.
14. coordinate the planning and staging of county-wide activities in social studies.
15. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
16. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
17. review current developments, literature and technical sources of information related to job responsibility.
18. ensure adherence to good safety procedures.
19. follow Federal and State laws, as well as School Board policies.
20. perform other duties as assigned by Executive Director, Core Curriculum or designee.

SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:

Frequently coordinates with department heads of curriculum specialty across the District in planning, coordinating, implementing, and monitoring the effectiveness of curriculum that meet student needs. Periodically meets with parent and community groups to represent the District on curriculum specialty issues.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Replaced: 5/19/92

Revised: 6/2/92 &

Adopted: 6/16/92 (Eff. 7/1/92)

Realigned: 4/12/94

Alignment Title Change: 3/19/96

Reorganization: 5/9/2000

Board Adopted: 12/16/03

Revised 5/19/05

Point Factor Listing

Curriculum Specialist, Social Studies (Elementary or Secondary)

Point Range: 945-994

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

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| 1 Immediate workgroup; | 2 Outside of immediate workgroup |
| 3 Assistant/ Associate/Deputy Superintendents | 4 Superintendent, School Board; critical external parties |

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

Curriculum Specialist, Social Studies (Elementary or Secondary) (Cont.)

Point Range: 945-994

Position Factors

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit.
- B. Advisory to work unit; used by others to take action.
- C. Substantial support, advice, and counsel to work unit.
- D. Substantial direct impact on unit's results.
- E. Authoritative to unit/substantial to District.

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
B/3	C/2	C	C	C